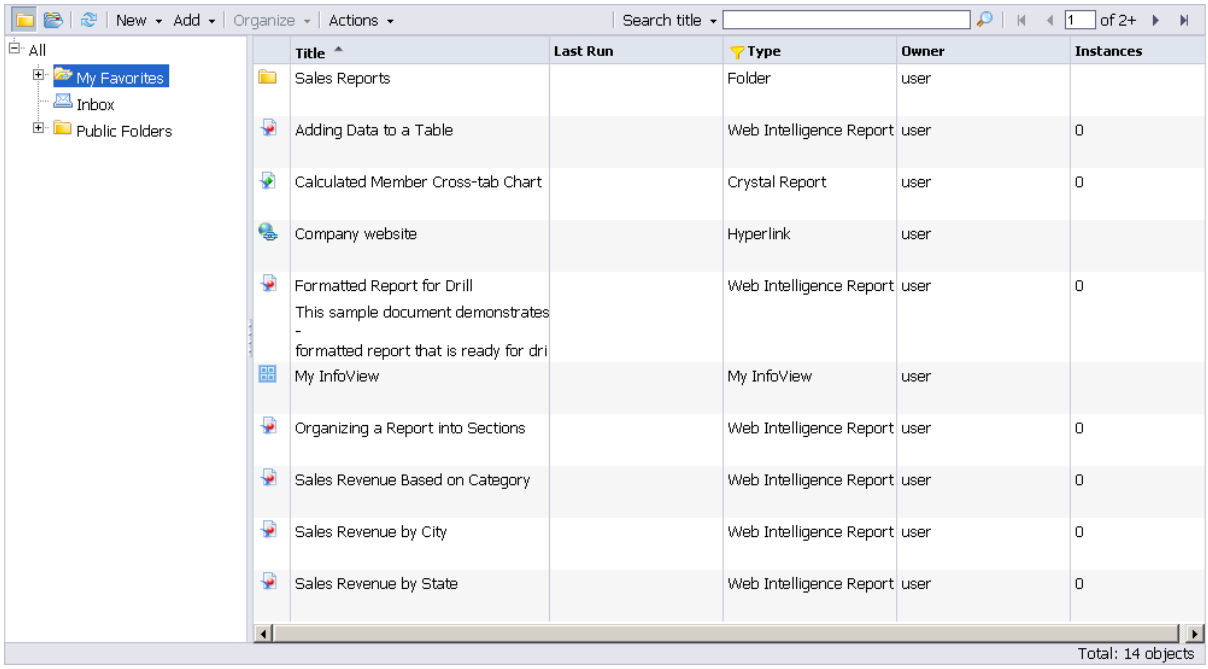
Procedure

1. Start the transaction using the menu path or transaction code.

Listing



2. Click the **Adding Data to a Table** document row.

In this exercise, you will schedule the 'Adding Data to a Table'report to run weekly on Fridays. Change the publishing format toAdobe Acrobat format and set the Destination to Inbox.

Once you have scheduled the report, you will view its InstanceDetails.

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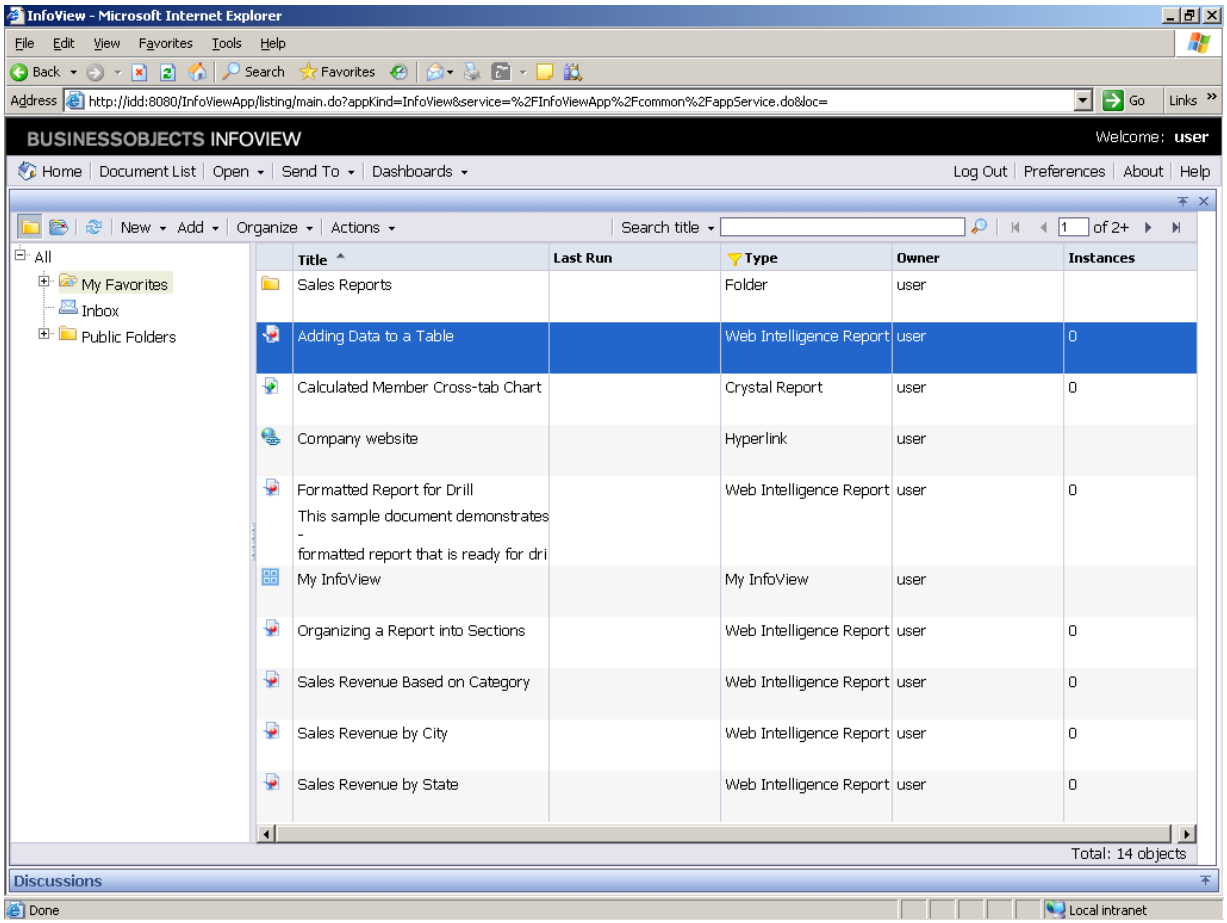
Listing



3. Click **Actions**.

4. Click **Schedule**.

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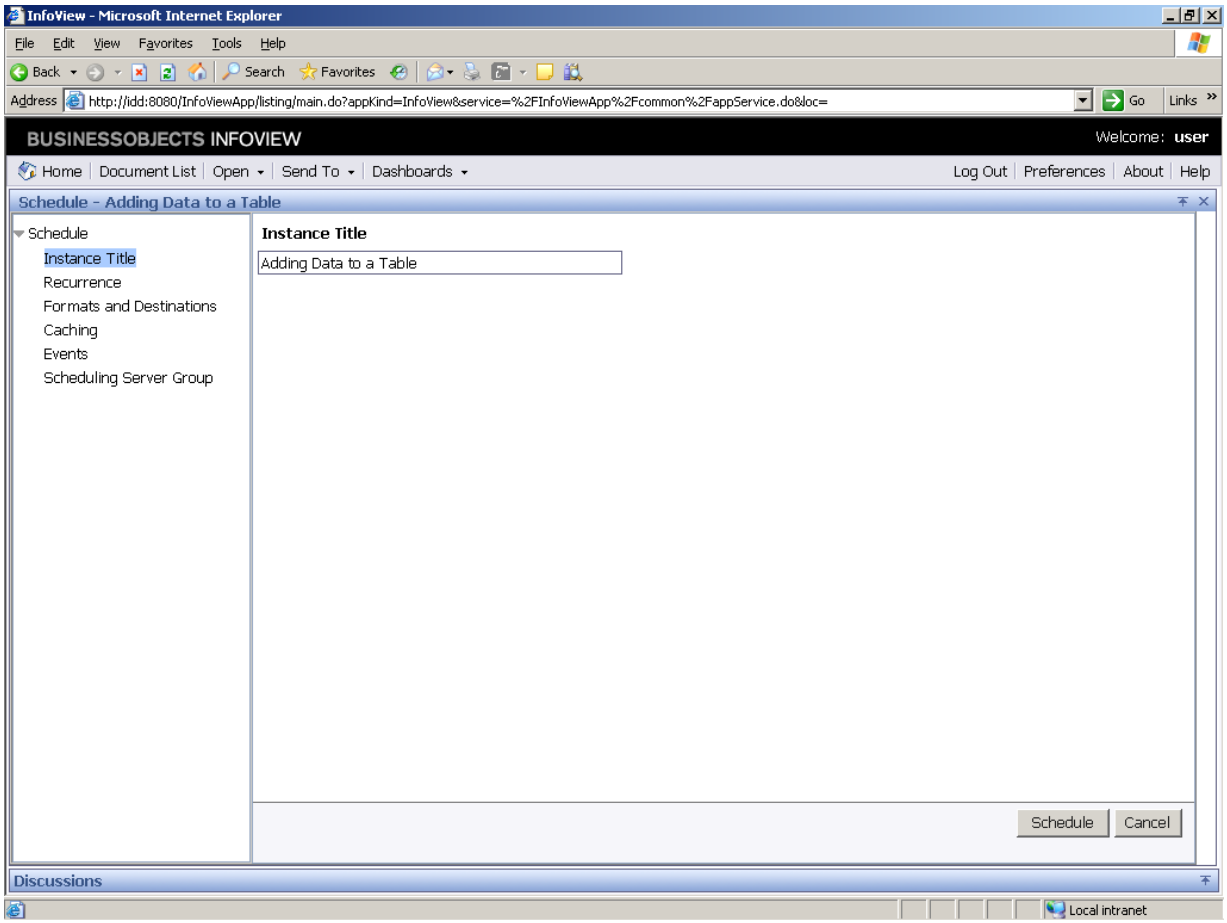
InfoView



5. Click **Recurrence**.

Now, set the recurrence for the scheduled instance. Remember, you want the report to run weekly on Fridays.

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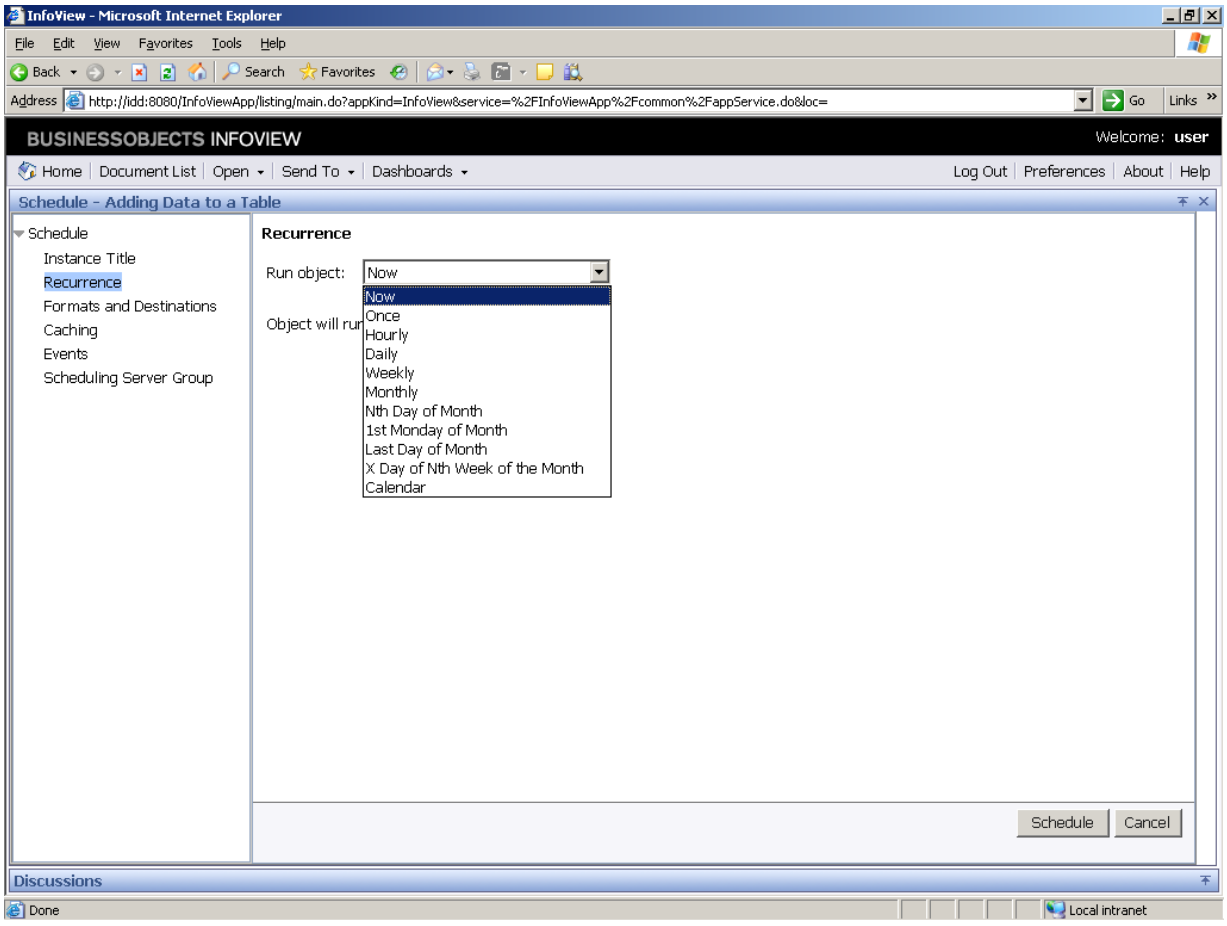
When

6. Click the **Run object:** drop-down field.

When



7. Click **Weekly**.

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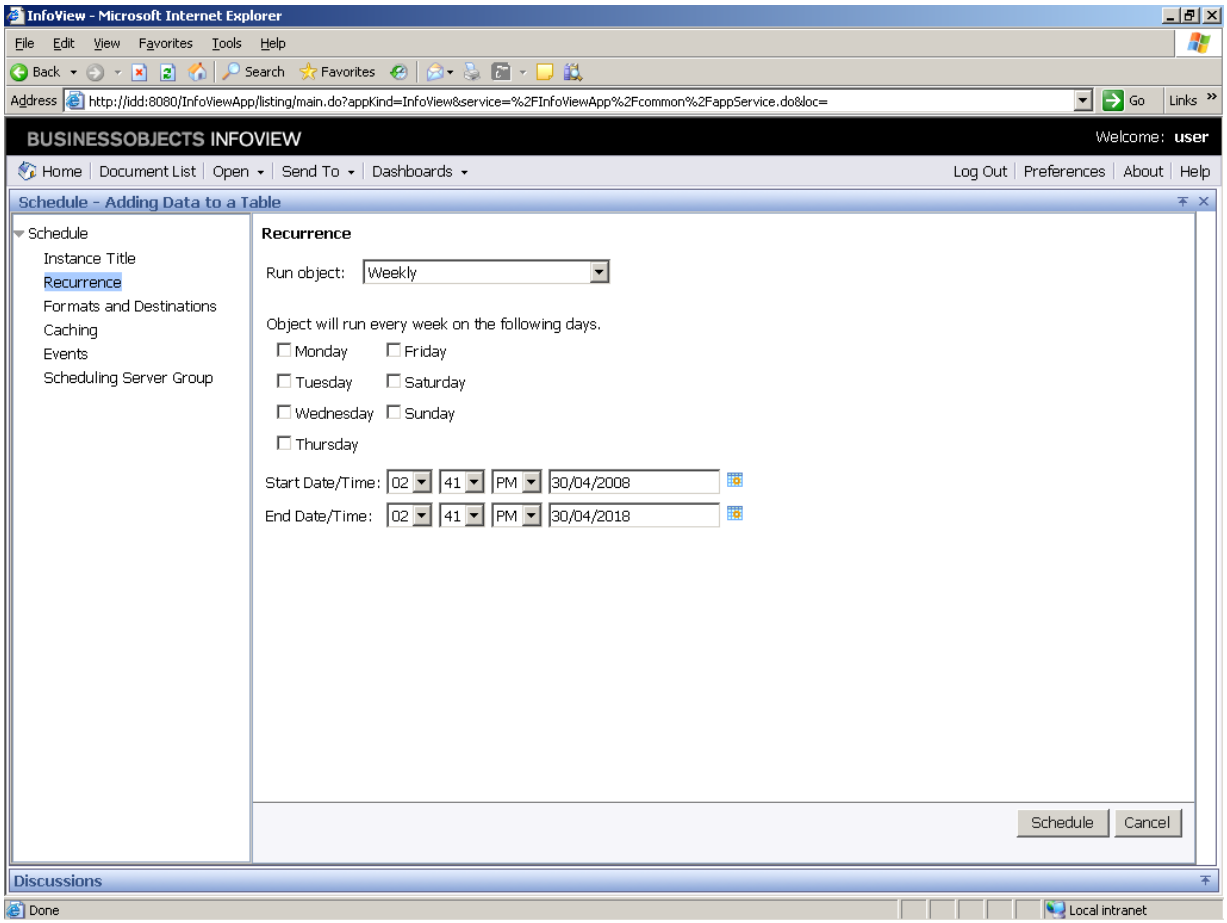
When



8. Click the **Friday** option.

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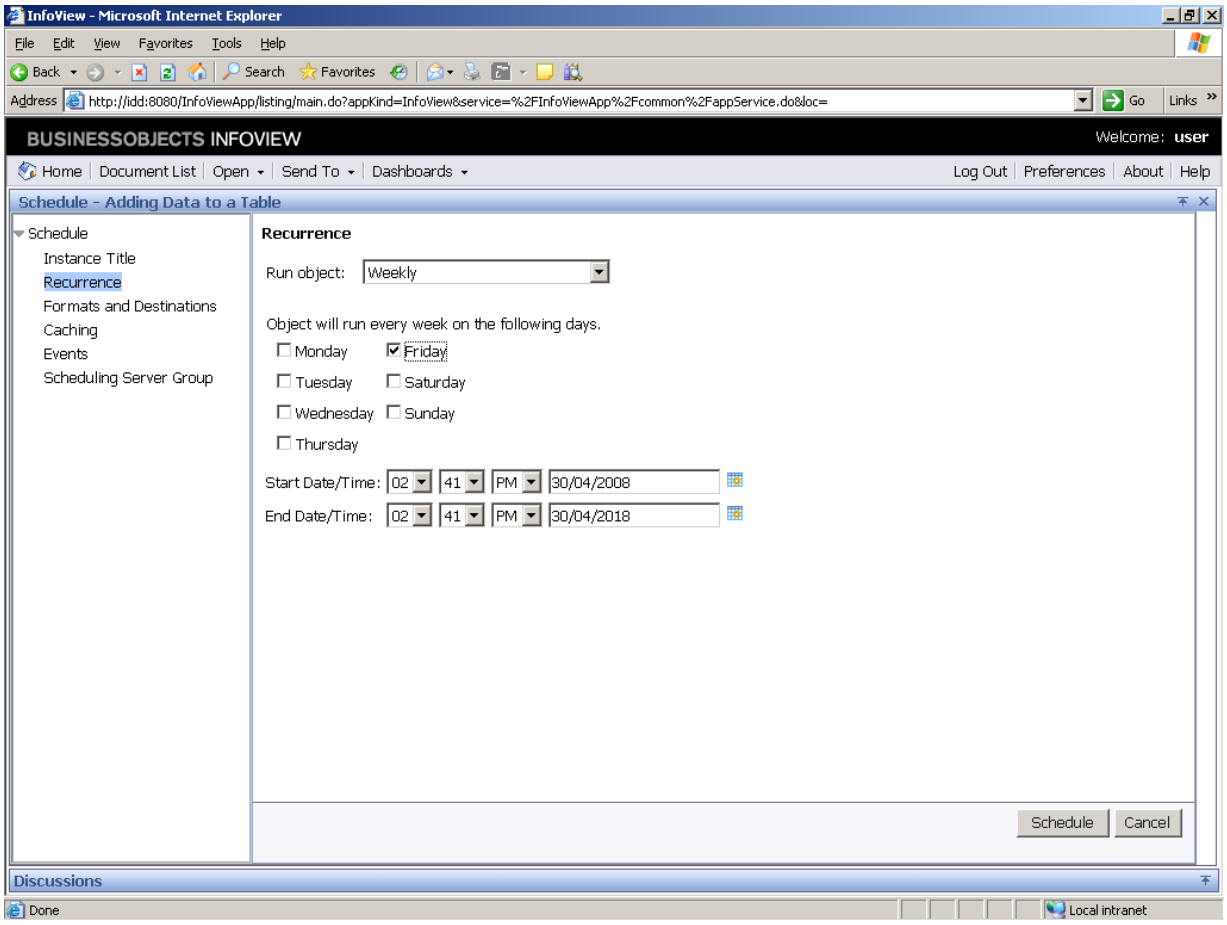
InfoView



9. Click **Formats and Destinations**.

Now, set the format and destination for the scheduled instance.

Remember, you want an Adobe Acrobat document to be sent to your Inbox.

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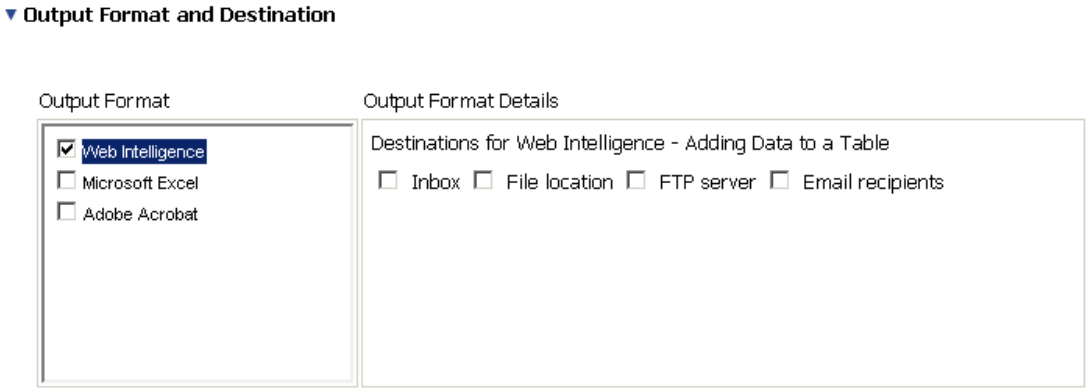
Formats and Destinations



10. Click the **Adobe Acrobat** option.
11. Click the **Inbox** checkbox.

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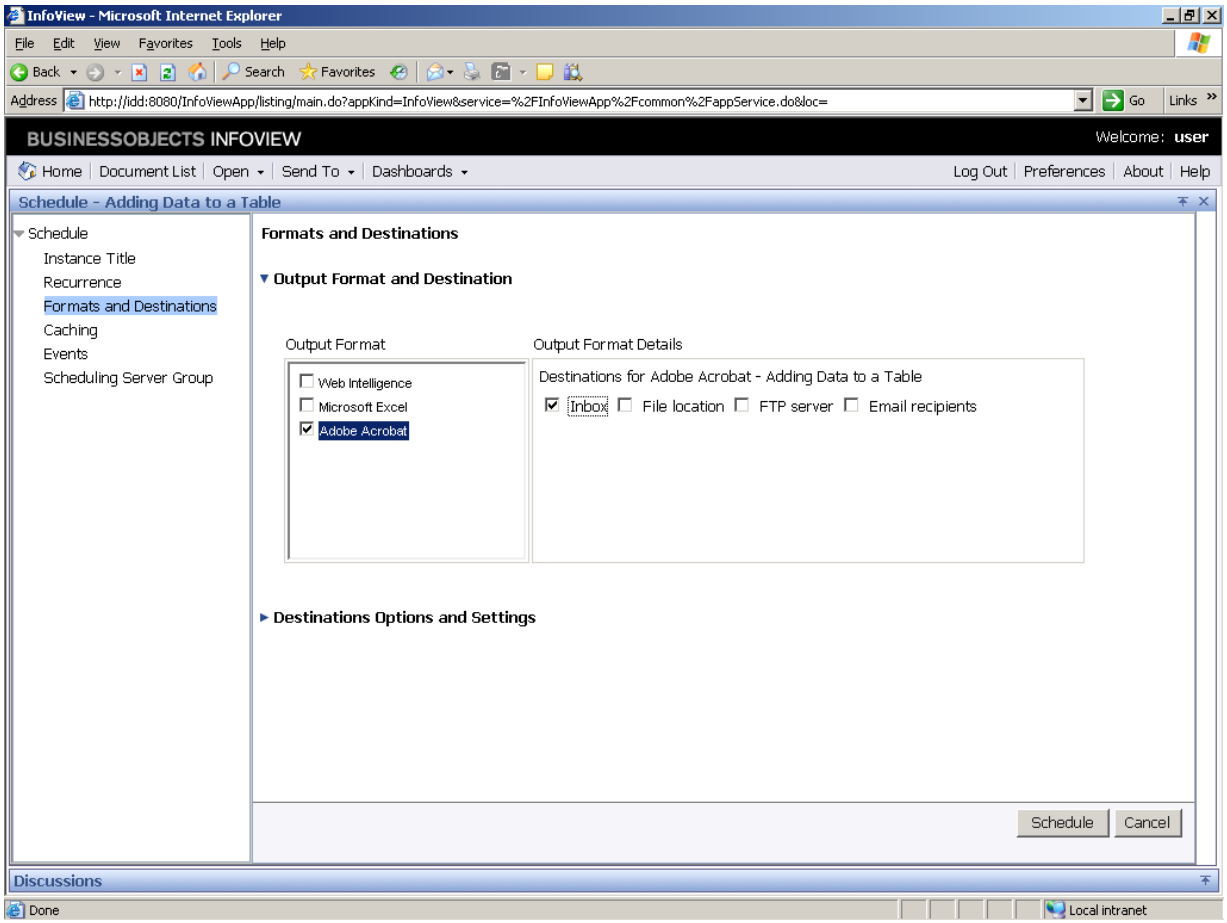
Formats and Destinations



12. Click **Schedule**.

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Internal

13. Click the **scheduled instance**.

Now view the Instance Details for the scheduled instance of the Adding Data to a Table report.

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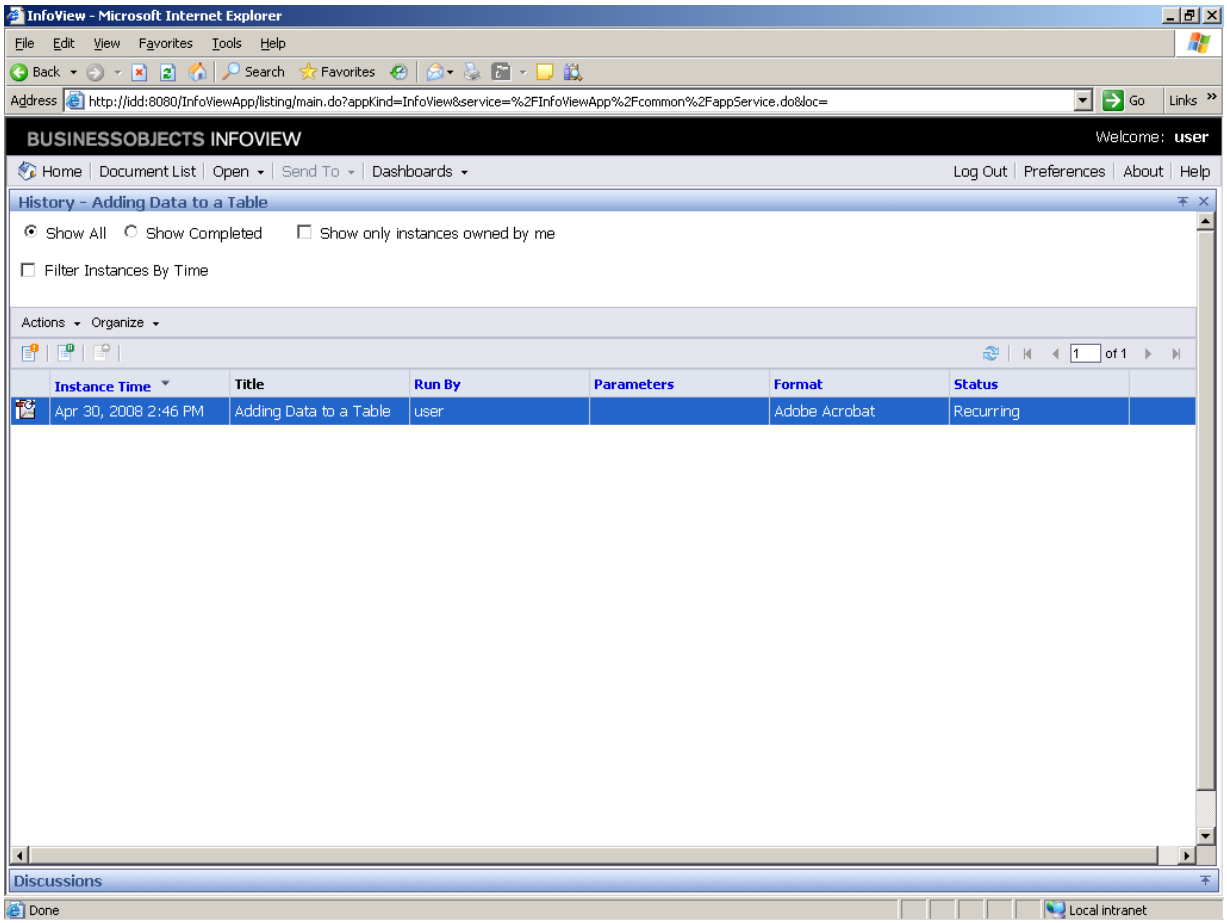
Internal



14. Click **Instance Details** .

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